

~~CONFIDENTIAL~~

Reports - 1  
[Signature]  
1/24

Bi-Weekly Report Ending 22 January 1962  
from  
FORMS ADMINISTRATION

1. Contributions

a. Tangible

- (1) Approved 6 new and 4 revised forms.
- (2) Seven forms made obsolete.
- (3) Eliminated 6 bootleg forms.
- (4) The preparation of drafts for the Office of Security on Form No. 1876, "Badge Log" and Form No. 1877, "Register of Issued Badges", resulted in the elimination of two "bootleg" forms. In addition, the new formats for these forms will increase the utilization of each by substantially more than 100%, and reduce their filing requirements well in excess of 50%. [ ]

b. Intangible

- (1) In connection with the beginning of a study of the Communications Lateral Cable Form procedures, have tested the microfilming qualities of the NCR paper involved. [ ]
- (2) Authorized the destruction of 5000 "Information Reports", Form No. 1c, valued at approximately \$600, because of the age of the masters and the incompatibility of Thermofaxing procedure with carbon back paper. [ ]
- (3) The "new" Information Report is now being tested by FE/DDP to determine whether the entire Information Report System will convert to a system sans offset master. [ ]
- (4) An agreement has been made with DSCB/OL that station names, instead of station codes, will be referred to in future telephone calls to their office regarding forms. [ ]

c. News

We are happy to welcome [ ] back with us today after her completion, at National Archives, of a one week full-time course on Source Data Automation.

[ ]

~~CONFIDENTIAL~~